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ER 4- 5156

27 August 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Administrative Support Course

1. Reference is made to our memorandum dated 3 August 1953 concerning the first Administrative Support Course.

2. Yesterday representatives of the Personnel Office presented the Personnel portion of the second Administrative Support Course between the hours of 1:45 and 4:15 p.m. The speakers were

They followed the outline which we proposed in our memorandum dated 3 August and, judging by the audience participation, we were infinitely better received than on the first course. Those persons responsible for conducting the course advised me informally that they felt our presentation was much improved over the last course.

3. We are scheduled to make the third presentation between the hours of 2:00 and 4:10 p.m. on 17 September 1953. We propose to follow the same outline as before with the same speakers.

Acting Personnel Director

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